

NAF VACANCY ANNOUNCEMENT

Twentynine Palms, California 92278

www.mccs29palms.com

POSITION:	Sales Associates	ANNOUNCEMENT NO.:	014-12
LOCATION:	Retail Locations (Main)	OPENING DATE:	26-January-2012
SERIES & GRADE:	NF-2091-01	FIRST CUT OFF:	02-February-2012
AREA OF CONSIDERATION:	Open	CLOSING DATE:	09-February-2012
TYPE OF APPOINTMENT:	Flex (0-40 hours)	BEGINNING WAGE:	\$8.00-9:00/hr
	* Hours/Days to be worked-Friday, Saturday and Sunday from 6:00 AM-5:00 PM		

SUMMARY OF DUTIES:

Assists and serves customers with location, selection and purchase of merchandise with an emphasis on customer courtesy. Responsible for merchandising, display, and appearance of assigned area(s). Ensures items are properly marked. Checks merchandise, rings sales on cash register, receives payments, makes change, bags or wraps merchandise and completes related sales records. Prepares written sales slips as appropriate. Verifies personal checks and credit cards. Responsible for assigned change fund. Assists in inventories, ensures proper accountability and security of assigned area(s). Advises supervisor of damages, out-of-stock and/or slow-moving merchandise.

May monitor dressing rooms. May accept merchandise sales for layaway and Deferred Payment Plan. May perform general housekeeping duties such as cleaning or dusting fixtures and merchandise. May sort and replenish merchandise. Relays information on customer needs and stock level of merchandise. May maintain preferred customer list and notify customers of new merchandise.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Six months of experience operating a cash register is preferred. Knowledge of basic math and cash handling procedures. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

HOW TO APPLY: Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1533, before the close of business on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-830-5637 Ext. 422 or e-mail resume/application to 29palms.vacancies@usmc-mccs.org

NOTE: Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAF may obtain a Criminal Record Check and/or an Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization, or any other non-merit factor. NAF provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAF at 760-830-5637 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAF (except summer and temporary hires of 90 days or less)

*If the position becomes regular, the successful applicant may become regular without further competition.

Hal Neiger